



# Job Opportunity

## State Controller's Office

**Position:** Associate Information Systems Analyst (Specialist)  
Staff Information Systems Analyst (Specialist) **Statewide**

**Location:** Personnel/Payroll Services Division  
300 Capitol Mall, Sacramento, CA 95814

**Issue Date:** July 10, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Eleanor Alvarez, (916) 324-7148

**Who May Apply:** Individuals who are currently in the classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-220-1470-930  
051-220-1312-930

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under direction of the California Automated Travel Expense Reimbursement System (CalATERS) unit manager, the incumbent performs technology related tasks associated with the CalATERS (web based application allowing submission of travel expense and other employee business expense claims through the PC). The incumbent performs analysis, problem solving and serves as a technical specialist. The incumbent will also assist in the statewide implementation/rollout of CalATERS, perform system maintenance/upgrade tasks, and provide technical support to the CalATERS business analysts and information technology staff at the agencies using CalATERS.

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

#### **DUTIES WILL COMMENSURATE WITH THE LEVEL HIRED.**

- Test and coordinate the implementation of system changes/enhancements including the assessment of hardware/software upgrades and recommending solutions to resolve any identified problems.
- Establish and coordinate the File Transfer Process (FTP) between the departments, SCO and DTS.
- Provide risk analysis and assessment of the CalATERS to ensure quality system performance.
- Monitor the various system components of CalATERS such as the IBM DB2 Universal Database and IBM AIX Operating System, CPU usage, disk I/O usage, file load process, memory capacity, network and user activity and resolve any identified system problems (i.e., configure system parameters).
- Provide technical information and support to assist agencies in developing interfaces to their office revolving fund and accounting systems.
- Maintain and update the CalATERS web site using the Macromedia Dreamweaver software.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Create and implement CalATERS reports to assist customers with administrating and managing their business expense programs and budgets.
- Review the CalATERS security system to ensure compliance with department security standards.

### **Desirable Qualifications**

- Experience with one or more of the following: Windows and AIX Servers, Java, DB2 UDB, HTML, XML, JSP, Dreamweaver, SQL and JCL, WebSphere Application Server, TCP/IP, TSO/ISPF, JCL, Actuate, CalATERS;
- Experience with one or more of the following: monitoring CPU usage, load average, memory usage, disk I/O, network activity and various application logs;
- Experience with implementation of a file transfer process (FTP);
- Knowledge of project management;
- Knowledge of data processing concepts, practices & methods;
- Knowledge of network configuration, large size database architectures, data communication protocols;
- Ability to manage multiple projects;
- Ability to communicate effectively;
- Ability to adjust priorities and meet deadlines;
- Excellent organization and research skills with attention to detail;
- Presentation/teaching skills;
- Punctual and dependable;
- Excellent interpersonal and customer service skills; and,
- Experience with software applications such as Microsoft Explorer, Word, Excel, Powerpoint and Outlook, Visio, DB2 UDB Development Tools.

*Applications will be screened and only the most qualified will be interviewed*

### **How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

#### **State Controller's Office**

Personnel/Payroll Services Division  
300 Capitol Mall, 10<sup>th</sup> Floor  
Sacramento, CA 95814

Attn: Eleanor Alvarez